

STONEWOOD TOWERS PROCEDURE NO. 24

Subject: Handling of owner requests regarding changes and/or additions to owners' condo, limited common elements and/or common elements.

Background:

According to the Florida State Law and the Stonewood Condominium documents, it is the Board of Administration's responsibility to protect the rights of the total population of owners regarding uniformity, appearance, safety and sound structure of the buildings as well as the common elements.

Procedure:

The plans for proposed construction changes to units or to the common elements must be submitted to the Board of Administration for review.

1. The owner(s) requesting a change or addition to the unit(s) or common elements must submit the request in writing including drawings and specifications to the Manager.
2. The Manager shall review the present procedures to see if it is covered and respond accordingly.
3. If the request is not covered by present procedures, the Board of Administration should determine if the request be considered further.
4. All requests must be evaluated on its effect on the total Condominium as well as protection for other individual owners.
5. No single or group request can be approved in isolation without regard to the uniformity, appearance, safety and sound structure of the common elements. This is the responsibility of the Board of Administration to protect the rights of all, as well as the right of individual owners.
6. If the Board of Administration approves the change and/or addition, they will write up the specifications for change or addition which will govern and must be followed.
7. After the project is approved, the contract is finalized by the owner (s) and contractor. All financial responsibility is the owner's.
8. If an owner has been advised by the Manager that the request is not in accordance with Stonewood Towers Condominium policies and the said owner persists in resubmitting the request, the President of the Board will appoint a committee of two (2) Board Members to re-evaluate the request in the manner outlined above and present their findings to the full Board for a vote at the next regular meeting.
9. Any specifications resulting from this request should be attached for further use and information.

FOR THE BOARD OF ADMINISTRATION
Ed Bonnet, Secretary